



Littleton Public Schools News Tip

PLEASE COPY AND USE TO PUBLICIZE YOUR GOOD NEWS!

This form works for *Contact*, area newspapers, TV stations, and more.

TODAY'S DATE: _____
(Please allow at least two weeks' notice.)

News Tips are shared "as is" with the media.

Person Reporters

Should Contact _____ **Title** _____

Telephone No. _____

School _____

School Address _____ **City & Zip** _____

WHO? _____
(is involved) _____

WHAT? _____
(is happening) _____

WHEN? _____
(date and time) _____

WHERE? _____
(include address) _____

DETAILS? _____
(What makes
it unique?) _____

RETURN through your principal or department head to Communications for distribution to the media.

PLEASE NOTE: Communications mails News Tip forms every Friday to the appropriate local and metro area media. If your News Tip reaches us by Thursday's pony, it will be included.